



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 05-02

Memorandum

Date: January 11, 2005
To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators

From: Joanne C. Phillips
Deputy Associate Superintendent
Exceptional Student Services

Peggy Staples
Data Management Specialist
Exceptional Student Services

RE: 12/01/04 Federal Special Education Child Count Verification

This is the second year that Exceptional Student Services is making an automated process using a web-based application available to PEAs to verify their December 1, 2004 special education counts. This web-based application is accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application, you will be able to access your SPED07 report and verification letter. A hard copy of the verification letter, with signature, must be submitted to ADE/ESS by all PEAs. **Failure to do so may result in an interruption of your federal funds.**

The instructions on how to complete this verification process, required of all PEAs, will be available on the home page of the application. The Regional Training Centers (RTCs) can provide technical assistance on this application. The application is always available, however, the SPED07 reports for 12/01/04 will not be available until Tuesday, February 1st. You may verify your counts beginning February 1, 2005. Verification letters are due in our office by Friday, March 18, 2005.

The web-based application and verification process has not changed except for the verification letter. We will no longer provide the initial counts from the initial extract. The letter will only provide the counts that are entered and verified by PEAs.

If you have any questions or concerns regarding this new online application, please contact me at (602) 364-4024 or pstaple@ade.az.gov or you may contact Rainey Hulet at (602) 364-0504 or rhulet@ade.az.gov.

cc: Katherine van Mourik, District Data Manager, School Finance
Karla Dunn, Charter School Data Manager, School Finance
Dorothy Wodraska, Program Specialist, Juvenile Justice Services Division
ESS Specialists
Regional Training Centers

County Superintendents
County Jails